

CITY OF TUALATIN

Classification Description

Job Title: Engineering Associate
Department: Engineering
Reports To: Civil Engineer
FLSA Status: Non-Exempt

SUMMARY: Determines impact of proposed developments on City facilities and systems. Provides information on availability of City facilities and systems to adequately serve proposed developments. Processes a variety of land use applications. Prepares staff reports and decisions, and gives oral presentations to the City Council. Reviews design of civil engineering projects, and performs engineering work related to development and capital projects. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Processes a variety of land use applications, specifically subdivisions, partitions, and lot line adjustments. Prepares staff reports and decisions determining conditions of approval for development applications.

Meets with and assists developers, contractors, landowners and interested persons to aid in the satisfactory completion of public works construction. Responds to inquiries concerning engineering projects and City standards by phone, writing or in person.

Represents City at various outside agency hearings and meetings. Attends Council and Advisory Committee meetings to present Engineering matters for discussion and consideration.

Maintains records of applications, review proceedings, approvals, changes, correspondence, etc.

Reviews and processes easements, right-of-way dedications, plats, and other legal documents to be recorded.

Coordinates work with other departments in the City as well as other governmental agencies that may be concerned or affected by various projects to assure that impacts of projects are known and that all City and agency concerns are addressed.

Assists in making investigations, conducting studies and preparing reports relating to items affecting City facilities or systems. Assists in the preparation, implementation, updating and review of ordinances and codes.

Reviews the development and presentation of engineered plans and specifications for a variety of public works and private construction projects to assure compliance with City standards and conditions of approval.

Works with consultants to the City on various projects to complete projects in a timely and complete manner.

Participates in the design and preparation of plans, cost estimates, and specifications for capital projects including water, sanitary sewers, storm facilities, streets, and other similar construction.

Drives to job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISION: Works under the direction of the Civil Engineer. Independence of action is stressed. Assignments are general in nature requiring the application of technical skills and knowledge. Supervision of other employees is not a normal responsibility of this position. May be assigned as a lead person to direct specific work activities of other employees on specific projects as assigned.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Organizational Support - Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Adaptability - Manages competing demands.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Knowledge, Skill and Ability: Considerable knowledge of Civil Engineering principles and practices as related to a wide variety of public works projects. Reasonable knowledge of design, construction, inspection and maintenance of public works including utilities. Considerable knowledge of engineering and land survey systems.

Ability to effectively coordinate and plan multiple long-range and short-range projects simultaneously. Ability to prepare and interpret engineering plans and specifications. Ability to prepare technical reports regarding Engineering and Planning issues. Ability to communicate clearly and concisely, both in a written format and in the form of oral presentations.

Ability to perform complex technical computations. Ability to use a personal computer. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with the public, other agencies and other employees. Ability to work under deadlines and manage priorities.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates: Possession of, or the ability to secure possession of, a valid Oregon driver's license.

EDUCATION AND EXPERIENCE: Bachelor's Degree from an accredited college or university in Civil Engineering, or related field. One year of experience in professional civil engineering, or related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.